



Job Description

Job Title: Operations Assistant
Department: Estates - Operations
Responsible to: Operations Manager
Last reviewed: April 2024

Job Outline

The Operations Assistant will work as part of the Estates - Operations Department in the provision of services across the site in support of effective day-to-day operations, with the delivery of an exceptional level of customer service to our clients.

The role will require shift working to provide cover 24/7/365.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the S (4.)Tj/TT1 1 Tf0 Tc 0 Tw 0.75 0 Td()Tj/T11_1 Tf-0.005 Tc 0.004 Tw 0.88 0 Td(l)-9.6 (nc)-5.5 (i

Emergency Response

1. Fire alarm monitoring.
2. Response to fire alarm activations.
3. Response to all other site emergencies.
4. Activating out of hours call outs.

Access

1. Door control programming.
2. Key issuing.
3. Unlock/lockup procedures.

Events

1. Event Security.
2. Signage and barriers etc.
3. Setting up and taking down for functions and exams (including stages).
4. Traffic management and parking.

Other

1. Booking in contractors and visitors.
2. Meter readings.
3. Site wide bin emptying.
4. Site wide litter picking.
5. Lost/found property.
6. Movement of items around site.
7. Daily laundry collections and deliveries site wide.

The post holder will:

1. Be diligent in their duties and ensure they follow procedures to keep themselves, their colleagues and school property safe and secure.
2. Work cooperatively with colleagues to ensure the site is run efficiently.
3. Undertake tasks requiring the use of manual handling techniques.
4. Keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
5. Establish and maintain effective communication channels and efficient/effective working relationships with other colleagues, customers and third parties.
6. Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
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Other Requirements

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All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise

**Operations Assistant
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)		
Driving Licence		
First Aid Qualification		
SIA Security Training		
Knowledge, Skills and Experience		
Experience of working in a school or other educational environment		
Proven experience working in either the facilities, security, domestic services or post-room sectors		
A sound knowledge of Health and Safety protocols		
Good literacy and numeracy skills		
Excellent communication skills		